

VENDOR LICENSE CATEGORIES

All Vendors who do over \$1,000+ worth of business in one calendar year, regardless if they are only a one time vendor, need to apply for a Vendor License.

Some of these vendors may be exempt. See list below.

(Please note: Vendors who are determined to be exempt or do not require a full license, still need to submit a **W-9** and **Vendor information form** to be issued a vendor number.)

TYPE OF VENDOR	EXEMPTION STATUS
CONTRACTED SERVICES Independent Contractors/Consultants Professional Services Construction/Maintenance Service	FEE AND LICENSE REQUIRED
SUPPLIES & MATERIALS	FEE AND LICENSE REQUIRED
ADVERTISING	FEE AND LICENSE REQUIRED
RENTAL & LEASED Such as: Building, Equipment, Contractors, etc.	FEE AND LICENSE REQUIRED
FOOD HANDLERS	FEE AND LICENSE REQUIRED
LIVE ENTERTAINMENT AGENCIES	FEE AND LICENSE REQUIRED
GRANT FUNDED VENDORS	EXEMPT FROM FEE & LICENSURE (Excludes Housing)
RESALE ITEMS (Who do under \$3000 worth of business in a Fiscal year)	EXEMPT FROM FEE & LICENSURE
VENDORS WHO DO UNDER \$1000 WORTH OF BUSINESS DURING ONE FISCAL YEAR (Regardless if they are a one-time vendor)	EXEMPT FROM FEE & LICENSURE
ENTERTAINERS	EXEMPT FROM FEE & LICENSURE
DONATIONS TO NON-PROFIT ORGANIZATIONS	EXEMPT FROM FEE & LICENSURE
SPONSORSHIPS PROVIDED BY THE ONEIDA NATION	EXEMPT FROM FEE & LICENSURE
CHILD CARE PROVIDERS	EXEMPT FROM FEE & LICENSURE
J.T.P.A. PARTICIPANTS	EXEMPT FROM FEE & LICENSURE
OTHER GOVERNMENTS	EXEMPT FROM FEE & LICENSURE
MUNICIPALITIES	EXEMPT FROM FEE & LICENSURE
PAYROLL DEDUCTIONS	EXEMPT FROM FEE & LICENSURE
FINANCIAL INSTITUTIONS – A State or Federal commercially licensed financial institution whose service, in part provides for the acceptance of demand deposits. I.e. Banks, Savings & Loans, and Credit Unions.	EXEMPT FROM FEE & LICENSURE
STIPENDS	EXEMPT FROM FEE & LICENSURE
EMPLOYEE REIMBURSEMENT	EXEMPT FROM FEE & LICENSURE
ARTISTIC INSTRUCTOR	EXEMPT FROM FEE & LICENSURE
INSURANCE BROKERS (Individuals who facilitate insurance policies)	FEE AND LICENSE REQUIRED

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TYPE OF VENDOR	EXEMPTION STATUS
INSURANCE POLICIES (401 K Packages & Retirement Policies Excluded)	EXEMPT FROM FEE & LICENSURE
SEMINARS (that cost \$2000 & under)	EXEMPT FROM FEE & LICENSURE
COMMUNITY INSTRUCTOR (\$2000 & under)	EXEMPT FROM FEE & LICENSURE
EDUCATIONAL INSTITUTIONS	EXEMPT FROM FEE & LICENSURE
INDEPENDENT VENDORS Vendors that are selling to Tribal Employees only. (Example: Mary Kay, Avon, Books are Us, etc.)	EXEMPT FROM FEE & LICENSURE
COMMUNITY SUPPORT	EXEMPT FROM FEE & LICENSURE
TRAVEL (Airfare, Hotel, & Car Rental)	EXEMPT FROM FEE & LICENSURE
VETERNARIAN SERVICES	EXEMPT FROM FEE & LICENSURE
POW WOW DANCERS	EXEMPT FROM FEE & LICENSURE
POW WOW VENDORS	EXEMPT FROM FEE & LICENSURE
ONEIDA TOURISM HOSTED EVENTS VENDORS	EXEMPT FROM FEE & LICENSURE
NON-PROFIT ORGANIZATIONS	EXEMPT FROM FEE & LICENSURE
HEALTH VENDOR To be determined by Jeff Carlson at the Oneida Health Center	EXEMPT FROM FEE & LICENSURE
FUNERAL SERVICES	EXEMPT FROM FEE & LICENSURE
ATTORNEY/LEGAL SERVICES (Must be hired by Business Committee)	EXEMPT FROM FEE & LICENSURE
COURT REPORTERS	EXEMPT FROM FEE & LICENSURE
SOLE SOURCE VENDORS (Must be approved by Purchasing. Must have gone thru the bid Process)	EXEMPT FROM FEE & LICENSURE
UTILITIES	EXEMPT FROM FEE & LICENSURE
G.S.A. VENDORS	EXEMPT FROM FEE & LICENSURE

*This chart is open for continuous changes. If any of these types of vendors fall under two or more categories and one type is exempt and the other is not, the vendor may be required to pay the fee and get a license. Licensing will make the final determination. (Revised: 10/11/2016)